

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2003 - JUNE 30, 2004**

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: CLERK OF THE BOARD

Division/Unit: Facilities & Public Services

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1	Hours	10.3	x	\$17.19	=	\$177.06
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Types of work performed by GENERAL VOLUNTEERS in this category:

Counter / Reception and Telephone Coverage

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	118	Hours	948	x	\$ 17.19	=	\$16,296.12
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Landscape, parking lot and facility clean-up including but not limited to removal of weeds, cleaning window wells and planter boxes, moving furniture and file cabinets, clearing bushes, sweeping sidewalks and parking lots.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____	x	_____	=	\$ _____

No. Vol	Total Hours	Total Value	\$ _____
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>	<u>Benefit</u>
2a: <u>1</u>	<u>10.3</u>	\$ <u>177.06</u>	
2b: <u>118</u>	<u>948.0</u>	\$ <u>16,296.12</u>	
2c: _____	_____	\$ _____	
TOTALS: <u>119</u> <u>958.3</u> \$ <u>16,473.18</u>			

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>2 Bags Rose Food</u>	<u>\$ 38.90</u>	<u>Sundry Goods for Mtg/Events</u>	<u>\$ 280.00</u>

TOTAL VALUE \$ 318.90

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 78 x Rate \$ 20.30 = \$ 1,583.40

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours \_\_\_\_\_ x Rate \$ \_\_\_\_\_ = \$ 0

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost
Transportation	249.60

TOTAL OF OTHER PROGRAM COSTS

=

\$ 249.60

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 1,833.00

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 16,473.18

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 318.90

ADD a + b \$ 16,792.08

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 1,833.00)

TOTAL PROGRAM BENEFIT \$ 14,959.08

**6. RECRUITING:**

Please describe your recruiting programs:

Rose Garden planter boxes were adopted by employees.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The COB facilitated the Volunteer of the Month program and Volunteer of the Year program, providing County volunteers with the opportunity to be honored by the Board of Supervisors. COB participated in DOVIA and was active in the selection process for the 2004 DOVIA award. All recipients of awards have been featured on the Internet Website, with their photos and a short bio. COB has also participated in the DOVIA trainings. COB hosted the Quarterly Meetings of the Volunteer Coordinators. The COB serves as a resource for volunteers looking for placement in the County. The Volunteer Coordinator works with all county departments to provide information to Volunteer Coordinators about the Countywide volunteer program system. COB participated in the DHR Job Fair, as well as the Hispanic Heritage week, handing out Volunteer handouts. COB worked closely with Media to enhance publicity regarding the volunteer programs in the County. The Annual Holiday Tree Program received \$450.00 which was donated to the San Pasqual Academy.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Conduct quarterly meetings of volunteer coordinators. Provide monthly and annual recognition opportunities for volunteers. Serve as a resource to volunteers seeking placement and to department volunteer coordinators. COB will continue to participate DOVIA. Continue the Holiday Tree Program as well as other fund raising activities.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:

Phone Number: 619-531-6269 Mail Stop A-45 E-Mail frank.ortega@sdcounty.ca.gov

Volunteer Coordinator: Lixya Preston de Silva

Phone Number: 619-531-5782 Mail Stop A-45 E-Mail lixya preston@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

Thomas J. Pa -  
DEPARTMENT HEAD SIGNATURE

DATE: 7.9.04